

# **COURSE OFFERINGS**

## **DESIGNATION & CONTINUING**



2009

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## Introduction

This catalog details the appraiser/auditor training program conducted by the Property Tax Division of the Utah State Tax Commission. The training is an integral element of the division's goal of administering an effective and equitable property tax system.

If you have questions regarding the education classes or the Tax Commission Designations, call Ron Smith, Property Tax Education Coordinator at (801) 297-3691; e-mail [ronsmith@utah.gov](mailto:ronsmith@utah.gov)

To register for any class:

Email: [csouthwick@utah.gov](mailto:csouthwick@utah.gov)

Phone: 297-3601

DESIGNATION AND CONTINUING EDUCATION  
COURSE OFFERINGS 2009

**Course 24—Property Tax Administration Seminar**

Salt Lake City                      January 9-10, 2009  
Room

**Course 501 (A), Assessment Practice in Utah**

Salt Lake City January 5-8  
State Office Building Room 1112

**Course 303, Mastering Unique & Complex Property Appraisal**

Salt Lake City January 12-15  
State Office Building Room 1112(12-13) / 4112 (14-15)

**Course 301, Statistics, Modeling and Finance**

Salt Lake City                      January 20-21  
Blind Center 218/219

**Course 302, Advanced Residential Application & Case Studies**

Salt Lake City                      January 26-27  
Room 1026

**Course 60 (WSATA\*101)**

Advanced Unitary Appraisal  
Logan, Utah                              January 26-30

**Course 61 (WSATA\*200)**

Principles of Property Tax Auditing  
Logan, Utah                              January 26-30

## COURSE OFFERINGS 2009 (CONT)

### **Course 101, Basic Appraisal Principles**

Salt Lake City February 2-5

Room 218—Blind Center

### **Course 102, Basic Appraisal Procedures**

Salt Lake City February 9-12

Room 1026

### **Course 103, USPAP 2-day Course**

Salt Lake City February 17-18

Room 218—Blind Center

### **Course 23, Appraisal Principles and Practices**

Salt Lake City February 23-24

Room 1026

### **Course 21, 1-day USPAP**

Ogden February 26

Room (TBD)

### **Course 21, 1-day USPAP**

Richfield February 27

County court house auditorium

### **Course 403, General Site Valuation & Cost Approach**

Salt Lake City March 2-5

Room TBD

### **Course 201, Residential Market Analysis & Highest and Best Use**

Salt Lake City March 9-10

**COURSE OFFERINGS 2009 (CONT)**

**Course 202, Residential Appraiser Site Valuation**

**& Cost Approach**

Salt Lake City            March 11-12

Room 1026

**Course 22, FAA Program Administration**

Salt Lake City            March 16

Room TBD

**Course 29, HP12C Appraisal Applications**

Salt Lake City            March 17

Room 1026

**Course 25, Assessment/Sales Ratio Seminar**

Salt Lake City            March 18

Room 1026

**Course 203, Residential Sales Comparison & Income Approach**

Salt Lake City            April 6-9

Room 1026

**Course 503 (G), Development and Use of Personal Property Schedules**

Salt Lake City            April 13-16

Room TBD

**Course 21, One-Day USPAP**

Contact Lois Little (801) 468-2096 April 21

Salt Lake County Assessors Office

## COURSE OFFERINGS 2009 (CONT)

**Course 401, General Appraisal Market Analysis & Highest & Best Use**

Salt Lake City          June 1-4  
Room TBD

**Course 502(C), Mass Appraisal of Land**

Salt Lake City          June 8-11  
Room 1026

**Course 402, General Sales Comparison**

Salt Lake City          June 15-18  
Room TBD

**Course 404, General Appraiser Income Approach**

Salt Lake City          July 6-9 cont. 13-15  
Room 1026

**Course 405, General Writing & Case Studies**

Salt Lake City          July 27-30  
Room 1026

**Course 21, One-Day USPAP**

Salt Lake City          August 3  
Room 1026

**Course 203, Residential Sales Comparison & Income Approach**

Salt Lake City          August 10-13

**PROPERTY TAX DIVISION**

**COURSE OFFERINGS 2009 (CONT)**

**Course 23, Appraisal Principles and Practices**

Salt Lake City      August 17-18

Room 1026

**Course 204, Residential Report Writing & Case  
Studies**

Salt Lake City      August 24-25

Room 1026

**Course 505 (K), Income Approach Application**

Salt Lake City      October 5-8

Room 1026

**Assessor School**

Salt Lake City (TBD)      December 1-3, 2009

## COURSE DESCRIPTIONS

**Course 101, Basic Appraisal Principles;** qualifies for 30 hours of licensing education. No pre-requisite. Introductory course for real estate appraising, emphasizing the cost and sales comparison approach to value. Appraisal principles and procedures are introduced as well as land valuation, effective tax rates and ad valorem appraisal principles.

**Course 102 – Basic Appraisal Procedures,** qualifies for 30 hours of licensing education. This basic appraisal course provides an overview of real estate appraisal approaches to valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math.

**Course 103 – USPAP;** qualifies for 15 hours of licensing education. No pre-requisite. 2-Day class A Class on the Uniform Standards of Appraisal Practices (USPAP) is required as part of the appraiser pre-licensing curriculum. This course discusses the 10 standards, the rules, definitions and advisory opinions relating to appraisal.

**Course 201—Residential Market Analysis and Highest and Best Use,** qualifies for 15 hours of licensing education. Designed to give students the tools needed to properly collect and analyze market data. In addition, the theory of highest and best use is reviewed.

**Course 202– Residential Appraiser Site Valuation and Cost Approach,** qualifies for 15 hours of licensing education. This course will give valuable insight and a working knowledge of the various theories and methodologies for arriving at residential site values and applying the cost approach in everyday appraisal work.

**Course 203– Residential Sales Comparison and Income Approaches,** qualifies for 30 hours of licensing education. This course offers a basic understanding and knowledge of the residential sales comparison and income approaches to appraisal. It includes the valuation principles and procedures applicable to both approaches.

**Course 204-Residential Report Writing and Case Studies,** qualifies for 15 hours of licensing education. This basic appraisal course introduces theories, techniques, and procedures to help you understand the appraisal process and how to use various residential forms and reports for appraisal. The course provides practical application of real estate appraisal procedures.

**Course 301, Statistics, Modeling and Finance,** qualifies for 15 hours of licensing education. Designed to provide students both the theory and practice of statistics, real estate finance, and valuation modeling for the certified residential appraiser. Outlines terminology and basic statistics principles, including practical applications in statistical analysis. Presents an explanation of real estate markets, terms of financing, and real-world examples of how financing affects the value of real property.

**Course 302, Advanced Residential Applications and Case Studies,** qualifies for 15 hours of licensing education. Focuses on complex properties that include valuing unique and high-end residential dwellings, common-wall structures, and residential properties with substantial and, sometimes unique, accessory structures and/or amenities, at the Certified Residential level.

**Course 303, Mastering Unique & Complex Property Appraisal,** qualifies for 20 hours of licensing education. Deals with mixed-use, income-producing, unusual, and one-of-a-kind properties. Study will include significant case study work.

**Course 401, General Appraisal Market Analysis and Highest and Best Use,** qualifies for 30 hours of certified general education.

**Course 402, General Sales Comparison,** qualifies for 30 hours of certified general education

**Course 403, General Appraiser Site Valuation and Cost Valuation,** qualifies for 30 hours of certified general education.

**Course 404, General Appraiser Income Approach,** qualifies for 60 hours of licensing education.

**Course 405, General Appraiser Report Writing and Case Studies,** qualifies for 30 hours of certified general education.

**Course 406, General Appraisal Electives,** qualifies for 30 hours of certified general education.

**Course 501(A), Assessment Practices in Utah;** qualifies for 30 hours of continuing education. No pre-requisite. This course introduces the appraiser to Utah assessment laws and practices for centrally assessed and locally-assessed property. Appraisal practices regarding FAA and sales ratio analysis are introduced as well as exemptions, appeals and appraiser licensing information.

**Course 502(C) , Mass Appraisal of Land,** Introduces the principles of mass appraisal in the valuation of land. Various methods of valuing land are learned, along with the development and application of a land valuation guideline.

**Course 503 (G), Personal Property Valuation;** qualifies for 30 hours of continuing education and is required for the Property Tax Division ad valorem designation for personal property appraisers. This course introduces the appraiser to the principles and procedures of personal property appraisal including all three approaches to value. Students also learn the development and application of the percent good tables and personal property auditing principles.

**Course 505 (K), Income Approach Application**, or 28 hours of licensing education. In this course students will apply principles to the real life development of a commercial valuation guideline using actual data from an actual city.

**Course 21, - 1 day USPAP**; prerequisite: DRE Appraiser licensing or certification, qualifies for 7 hours of continuing education. This course is required for all licensed or certified appraisers each renewal period. Students will review the basics of USPAP and then learn recent changes and study special USPAP topics and problems.

**Course 22, FAA Program Administration**; qualifies for 7 hours of continuing education. No pre-requisite.

This one-day seminar teaches the fundamentals of the valuation of agricultural land by the income approach on an ad valorem basis. Also learned are the laws and rules governing Utah's Farmland Assessment Act and relationship of value in use to market value.

**Course 23, Appraisal Principles and Practices Seminar**; qualifies for 10 hours of continuing education. Prerequisite: All education and experience for DRE licensing. This seminar is designed to help students prepare for the Division of Real Estate comprehensive licensing examination. Topics include appraisal terms, definitions, principles, the three approaches to value, and USPAP.

**Course 24, Utah Property Tax Administration**; No continuing education. No pre-requisite. This seminar is designed for all county officials and staff involved with property tax administration. The course covers tax rate setting process, board of equalization, tax collection and distribution, FAA administration, tax sale, exemptions and various property tax resources. Co-sponsored by Utah Association of Counties.

**Course 25, Assessment/Sales Ratio Seminar**; qualifies for 7 hours of continuing education. No pre-requisite. This course provides the student with an overview of the statutes, administrative rules, standards and guidelines, which govern the sales ratio program. The course will also spend time teaching the math used in developing and analyzing the statistics to determine assessment level and dispersion.

TO REGISTER CALL (801) 297-3601

**Course 29, HP12C Appraisal Applications;** qualifies for seven hours of continuing education. Each student must bring a Hewlett-Packard model HP12C financial calculator to class. No pre-requisite. This course assumes the student has had no experience with the HP12C. Concepts are discussed with examples for arithmetic, finance, mortgage, statistics, and (if you haven't had enough), linear regression

**Course 60, Advanced Unitary Appraisal; (WSATA 101),** qualifies for 30 hours of continuing education. Pre-requisite: Course H. This course is designed for advanced students of unitary appraisal theory. Topics, which change annually, include intangible property identification and value, bundling of telecommunications services, defining the unit and cost of equity calculations.

**Course 61, Advanced Unitary Appraisal; (WSATA 200),** qualifies for 30 hours continuing education. Pre-requisite: Course H. This course is designed to give students exposure to a complete basic audit program. Students will perform a simulated audit of a fictitious utility company involving a series of case problems, workshops, role-playing and written assignments. Persons successfully completing the examination will qualify to make joint audits for the Multi State Tax Commission Property Tax Audit Program.

**Course 504 (H), (WSATA 100),** qualifies for 30 hours continuing education. This course offers a comprehensive treatment of unitary appraisal principles for beginning appraisers. Topics covered include the unitary appraisal concept, cost approach, income approach, stock and debt approach, market approach, and reconciliation of value indicators.

## APPRAISAL EDUCATION TRACKS

TRAINEE TRACK

COURSE 101: Basic Appraisal Principles	30 hours
COURSE 102: Basic Appraisal Procedures	30 hours
COURSE 103: USPAP	15 hours
<b>Trainee Track—Total Hours</b>	<b>75 hours</b>

LICENSED TRACK(after becoming a trainee)

COURSE 201: Residential Market Analysis & Highest & Best Use	15 hours
COURSE 202: Residential Appraiser Site Valuation & Cost Approach	15 hours
COURSE 203: Residential Sales Comparison & Income Approach	30 hours
COURSE 204: Residential Report Writing & Case Studies	15 hours
<b>Licensed Track—Total Hours</b>	<b>150 hours</b>

CERTIFIED RESIDENTIAL(after becoming licensed)

COURSE 301: Statistics, Modeling & Finance	15 hours
COURSE 302: Advanced Residential Application & Case Studies	15 hours
COURSE 303: Mastering Unique & Complex Property Appraisal	20 hours
<b>Certified Residential - Total Hours</b>	<b>200 hours</b>

PROPERTY TAX DIVISION

**CERTIFIED GENERAL TRACK**

**(after becoming licensed)**

COURSE 301: Statistics, Modeling & Finance	15 hours
COURSE 401: General Appraiser Market Analysis & Highest & Best Use	
30 hours	
COURSE 402: General Appraiser Sales Comparison Approach	
30 hours	
COURSE 403: General Appraiser Site Valuation & Cost Approach	30 hours
COURSE 404: General Appraiser Income Approach	
60 hours	
COURSE 405: General Appraiser Report Writing & Case Studies	30 hours
COURSE 406: Appraisal Subject Matter Electives	
30 hours	
<b>Certified General—Total Hours</b>	<b>300 hours</b>

## TAX COMMISSION DESIGNATIONS

The Property Tax Division of the Utah State Tax Commission has responsibility for training appraisers and auditors to value property for taxation purposes.

Appraisal by certified or licensed appraisers only—Certification of elected county assessors.

(1) Any person performing an appraisal for purposes of establishing fair market value of real estate or real property for the assessment roll shall be the holder of an appraiser's certificate of license issued by the Division of Real Estate under Title 61, Chapter 2b, except uncertified or unlicensed, appraiser trainees may, for up to 36 months after the date of hire or appointment as an appraiser trainee, appraise property under the direction of a holder of an appraiser's certificate or license issued by the division.

(2) The limitations on appraisal authority under Subsections 61-2b-10(1) and (2) and Section 61-2b-13 do not apply to a person performing an appraisal for purposes of establishing fair market value for the assessment roll.

(3) The commission may prescribe additional requirements for any person performing an appraisal for purposes of establishing fair market value for the assessment roll.

(4) The commission may, by rule, establish qualifications for personal property appraisers exempt from registration under Title 61, Chapter 2b, Real Estate Appraiser Licensing and Certification Act.

(5) It is the duty of a county assessor, as established in Section 17-17-1, to ensure that the assessor's office is in compliance with this section and any additional rules or requirements for property appraisers established by the commission.

Education and training of appraisers - Continuing education for appraisers and county assessors.

(1) The commission shall conduct, at its own expense, a program of education and training of appraisal personnel preparatory to the examination of applicants for appraisers' and assessors' certification or licensure required by Section 59-2-701.

(2) To ensure that the assessment of property will be performed in a professional manner by competent personnel, meeting specified professional qualifications, the commission shall conduct a continuing program of in-service education and training for county assessors and property appraisers in the principles and practices of assessment and appraisal of property. For this purpose the commission may cooperate with educational institutions, local, regional, state, or national assessors' organizations, and with other appropriate professional organizations. The commission may reimburse the participation expenses incurred by assessors and other employees of the state or its subdivisions whose attendance at in-service training programs is approved by the commission

17-17-2. Assessor to be state qualified.

(1) In addition to the requirements of Section 17-16-1, any person elected to the office of county assessor after November 1, 1993, shall be a state-licensed or state-certified appraiser as defined in Title 61, Chapter 2b, prior to the expiration of 36 months from the day on which his term of office begins.

(2) (a) If an assessor fails to meet the requirement of this section, the assessor's office is automatically vacant.

(b) (i) In the event of a vacancy under this section, the county executive shall fill the vacancy in the manner provided for in Sections 17-5-216 and 20A-1-508. However, a person selected to fill the vacancy must be a state-licensed or state-certified appraiser within six months after assuming the office of county assessor.

(b) (ii) If a state-licensed or state-certified appraiser cannot be found to fill a vacancy which resulted from the requirements of this section, the county executive may contract with a state-licensed, or state-certified appraiser from outside the county to fill the remainder of the term in the office of county assessor.



PROPERTY TAX DIVISION



R884. Tax Commission, Property Tax.

R884-24P. Property Tax.

R884-24P-19. Appraiser Designation Program  
Pursuant to Utah Code Ann. Sections 59-2-701  
and 59-2-702.

- (3) Candidates must attend 90 percent of the classes in each course and pass the final examination for each course with a grade of 70 percent or more to be successful.
- (4) There are four recognized ad valorem designations: ad valorem residential appraiser, ad valorem general real property appraiser, ad valorem personal property auditor/appraiser, and ad valorem centrally assessed valuation analyst.
- (a) These designations are granted only to individuals employed in a county assessor office or the Property Tax Division of the Commission. Working as appraiser, review appraisers, valuation auditors, or analysts/administrators providing oversight and direction to appraisers and auditors.
- (b) An assessor, county employee, or state employee must hold the appropriate designation to value property for ad valorem taxation purposes.
- (5) Ad valorem residential appraiser.
- (a) To qualify for this designation, an individual must:
  - (i) successfully complete: courses 501 and 502.
  - (ii) successfully complete a comprehensive residential field practicum; and
  - (iii) attain and maintain state licensed or state certified appraiser status.
- (b) Upon designation, the appraiser may value residential, vacant, and agricultural property for ad valorem taxation purposes.
- (6) Ad valorem general real property appraiser.

PROPERTY TAX DIVISION

- (a) In order to qualify for this designation, an individual must:
  - (i) successfully complete Courses 501, 502 and 505,
  - (ii) successfully complete a comprehensive field practicum including residential and commercial properties; and
  - (iii) attain and maintain state certified appraiser status.
- (b) Upon designation, the appraiser may value all types of locally assessed real property for ad valorem taxation purposes.
- (7) Ad valorem personal property auditor/appraiser.
  - (a) To qualify for this designation, an individual must:
    - (i) successfully complete courses 101, 103, 501, and 503;
    - (ii) successfully complete a comprehensive auditing practicum.
  - (b) Upon designation, the auditor/appraiser may value locally assessed personal property for ad valorem taxation purposes.
- (8) Ad valorem centrally assessed valuation analyst.
  - (a) In order to qualify for this designation, an individual must:
    - (i) successfully complete courses 501 and 504;
    - (ii) successfully complete a comprehensive valuation practicum; and
    - (iii) attain and maintain state licensed or certified appraiser status.
  - (b) Upon designation, the analyst may value centrally assessed property for ad valorem taxation purposes.
- (9) If a candidate fails to receive a passing grade on a final examination, two re-examinations are allowed. If the re-examinations are not successful, the individual must retake the failed course. The cost to retake the failed course will not be borne by the Tax Commission.
- (10) A practicum involves the appraisal or audit of selected properties. The candidate's supervisor must formally request that the Property Tax Division administer a practicum.

**PROPERTY TAX DIVISION**

- (a) Emphasis is placed on those types of properties the candidate will most likely encounter on the job.
  - (b) The practicum will be administered by a designated appraiser assigned from the Property Tax Division.
- (11) An appraiser trainee referred to in Section 59-2-701 shall be designated an ad valorem associate if the appraiser trainee:
- (a) has completed all education and practicum requirements for designation under Subsections (5), (6), and (8); and
  - (b) has not completed the non-education requirements for licensure or certification under Title 71, Chapter 2b, Real Estate Appraiser Licensing and Certification.

Department of Commerce

DIVISION OF REAL ESTATE

Category	State Licensed	State-Certified Residential	State-Certified General
Full-Time Experience	1 Years 400 Points	2 Years 500 Points	2 1/2 Years 600 Points
Education	150 hours	200 hours	300 hours
Examination	Yes	Yes	Yes
Authority	A. State Licensed Appraisers may perform appraisals of non-complex one to four residential units having a transaction value of less than \$250,000, vacant or unimproved land utilized for one to four family purposes if capitalization analysis is not required	A. May give a certified appraisal report on one to four residential units not requiring a net income capitalization analysis.  B. May give a certified appraisal report on lots, vacant land, and subdivisions not requiring a discounted cash flow analysis.	May appraise all types of residential and non-residential real estate
Continuing Education	28 Hours required each renewal period		
USPAP	7 hour update class required each renewal period		